



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

TRAINING OFFICER I

\$4,400 - \$5,348

HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO

Are you looking for an opportunity to work in a fun and exciting team environment? How about working for a family-friendly workplace? ***Then the California Department of Insurance (CDI), Human Resources Management Division is the place for you!*** The Human Resources Division is seeking a Training Officer I. ***Why work for CDI's Human Resources Management Division?*** We are housed in a private building offering many amenities including concierge, on-site ATM, pre-tax parking, and a location within walking distance to a variety of restaurants, Old Sacramento, the Downtown Mall, and public transportation including light rail.

RESPONSIBILITIES: Under the general direction of the Staff Services Manager I in the Training/Health and Safety Unit, the incumbent will work as part of a team in the implementation of Workforce Development Planning; developing and coordinating training for designated individuals from each branch to work as a liaison to Human Resources; provide consultative services as needed. The incumbent may lead or work as part of a team in developing and delivering curriculum for various educational topics. Assist management in developing staff by assessing training needs and designing training plans.

DESIRABLE QUALIFICATIONS:

- Ability to work with independence under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Strong written communication skills with the ability to analyze data and independently prepare proposals and justifications;
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes;
- Ability to develop effective working relationships with all levels of staff;
- Must have desire to encourage and support the development of staff;
- Knowledge of training delivery methods, instructional tools and presentations;
- Experience creating customized presentations, brochures, training materials and correspondence;
- Must be willing to travel.

WHO MAY APPLY: Applications will be accepted from current State employees at the Training Officer, I or Associate Governmental Program Analyst level, those within transfer range, or

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DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814 – Human Resources. **Please indicate “Training Officer I #413-191-5197-001” on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: April 22, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested individuals must submit an application in order to be considered for this position.

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